

**CCPS STEERING COMMITTEE MEETING**  
TUESDAY, MAY 15, 2012  
NATIONAL UNIVERSITY  
20 RIVERPARK EAST  
**SUMMARY**

**1. Welcome and Introductions**

Gloria Fitzgerald welcomed all to the meeting at 1:30 pm and self-introductions were made around the room. National University was thanked for providing the room, equipment and refreshments.

**2. Review of the February 22, 2012 Minutes**

The minutes of the February 22, 2012 meeting were sent out to all members of the steering committee for review. They were accepted as presented.

**3. CCPS 2012 Operations**

- a. 2012 invoice status: All but three of the participating schools have paid. All of the clinical site participants are paid for this year. Invoices will be resent as a reminder to those who have not yet paid.
- b. Sharon gave an update on the Allied Health participant and additional clinical site status. There may be future opportunities to increase our database and bring the operating costs down for maintaining the system.
- c. There were no current CCPS upgrades to report on.
- d. The committee voted to approve the Operations Manual as presented.
- e. The committee voted to approve the Orientation Manual as presented. Both manuals will come up for review again in one year.
- f. PPD requirements: The committee discussed the current differences in PPD requirements for staff and students. It was decided that each facility would maintain their minimum requirements and that schools would have to only meet the minimum requirements. Fresno City College and CSUF Nursing announced that they will be up on American Data Bank for their immunization tracking program by the fall of 2012. This will include PPD and CDAP.
- g. Sharon announced that we had a very successful "Conflict Management Meeting". We started with 191 conflicts and ended with 64. Of the 64, most have been resolved at this report.

**4. American Data Bank Immunization Compliance Tracking Update**

Not all school participants are willing to make the change at this time. It was decided that those who want to participate in the American Data Bank Immunization Tracking program may do so. The Clinical sites have requested that all the schools consider it for the future as it will make it easier for regulatory inquiries to access a central database for the information.

**5. 2013 Calendar**

A working draft of the proposed CCPS operational events was given to participants for the next year. The participants are requested to review it for conflicting dates and the calendar will be voted on at the next CCPS meeting (August 8). The Steering Committee meeting will be scheduled for quarterly dates on Tuesdays and at the same times as this year.

**6. CCPS Issues and Concerns:**

- a. Veteran's Administration announced that they will need the Instructors' CV 8 weeks before orientation is scheduled or they cannot be approved.
- b. It was agreed by the Committee that Board (BORN) Approval verification from the schools would signify Instructor background check clearance.

**7. Calendar Reminders:**

Steering Committee: Wednesday, August 8, 2012 1:30—3:30 pm, National University, Rm 226

Steering Committee: Wednesday, November 14, 2012, 1:30—3:30 pm, National University, Room 226

8. The meeting was adjourned at 3:23 pm.